POLICE OFFICER REFERRAL PROGRAM FOR CITY EMPLOYEES

I.   **PURPOSE:**

The following guideline establishes policies and procedures for a bonus program for City Employees to receive $500.00 for every applicant they refer to apply for the position of Police Officer that completes the hiring process and begins recruit school.

II.   **RESPONSIBILITY:**

Responsibility for this guideline rests with the City Manager.

III.   **POLICY:**

The City of Little Rock is establishing a policy to pay current City Employees $500 every time they refer someone to apply for the position of Police Officer who starts the Recruit School for the City of Little Rock Police Department.

IV.   **PROCEDURE:**

A. Applicants who complete an application for employment for Police Officer will be asked how they learned about the position. Applicants will be prompted on the application to list the employee who provided them information regarding the position and/or how to apply.

B. At the time of the written test, applicants will be given a form to complete to confirm the identity of the employee who referred them to the Police Officer position.

C. Upon the start of recruit school, Human Resources Staff will review the information to determine if any candidate was referred by a current City Employee. If so, Human Resources Staff will forward the form to the Human Resources Administrative Division for processing of the $500 Bonus payment into payroll. Any bonuses will be subject to applicable taxes.

D. Human Resources Employment Staff and Police Training Staff (personnel who are/were once responsible for recruitment) will not be eligible for the bonus.

E. The City Employee who referred the candidate must be a current employee on the first day of recruit school in order to receive the bonus. Employees who are no longer employed with the City will not be eligible to receive the payment.

F. Rehired/reinstated Police Officers are not eligible to initiate a bonus to a City Employee.

Approved:

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Bruce T. Moore
City Manager